

Special Event Policy Information

1. It shall be the policy of the City to allow certain uses of city-owned property where the City Manager or their designee has determined that the proposed use would not have an adverse impact on City operations or the general public.
2. The City Manager or their designee, in permitting such use, may establish any conditions deemed appropriate for public health, safety, and the preservation of public property.
3. Use of City property by public bodies, including all boards, committees and commission of the City and other governmental entities must be given priority.
4. Subject to the prior and superior rights of public bodies, any person, association, or organization may apply for use of City property. All requests will be considered on a “first-come” basis.
5. Fees and charges are established by the Miscellaneous Fees and Charges document adopted by City Council.
6. The applicant may also be required to obtain permits or approvals from other governmental entities. It is the responsibility of the applicant to obtain these permits.
7. All applications must be submitted at least 90 days prior to the planned event date. Applications received less than 90 days before the event will forfeit their right to proceed with the event, unless management, at their discretion, determines the event can proceed without imposing a significant burden on staff operations, public safety planning, or other resources.

Special Event Permit Requirements

General

- All City property shall be returned to original condition, including the replacement of equipment and the disposal of trash.
- A minimum of \$1M per occurrence / \$2M aggregate in General Liability insurance coverage is required, and a certificate of insurance naming the City of Ashland as an additional insured must be submitted.
- Blocking or reserving parking for your event is prohibited, unless specified otherwise in the permit conditions.
- Failure to abide by the permit requirements could result in a revocation of your special event permit, a denial of future permit applications, and/or additional fees.

Alcohol Use

- An OLCC Temporary Liquor License is required, and a copy of the permit must be provided to City staff prior to the event if alcohol is to be sold or consumed.
- A minimum of \$1M in liquor liability insurance is required, in addition to the general liability insurance requirements, if alcohol will be consumed on City of Ashland property or public right-of-way.
- Additional conditions may be required for alcohol use within City parks, as detailed within Ashland Parks and Recreation Alcohol Use Policy.

Park Locations

- Event organizer must be 25 years of age to reserve any park site.
- Prior to the event, an on-site meeting with City staff is required.
- For events with 250 or more attendees:
 - Street closure is required.
 - The event organizer is responsible for providing a minimum of 2 portable toilets, 2 handwashing stations, a dumpster, and 2 trashcans. If more are required, these will be detailed under Additional Conditions.

Booths and Mobile Food Vendors

- The locations of all booths and mobile food vendors must be indicated on the event site plan.
- Food trucks and food carts are subject to the conditions in AMC 18.2.3.145. These conditions include:
 - Each vendor shall obtain a business license, register and pay applicable food and beverage tax, and receive any requisite inspections.
 - Vendors must provide their own water. Wastewater must be disposed of in approved locations.
 - Vendors cannot use polystyrene food packing.

Street or Right-of-Way Closures

- The City-approved Traffic Control Plan must be followed.
- Furnish, place, and remove barricades, street closure signs, and other required signs.
- 20 feet of clearance for emergency vehicle access must be maintained at all times.